

Deputy General Secretariat

**2022**

## **Rules for consultation in the Historical Archive of Banco de España**

Historical and General Archives Unit Manager

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1. Documents may only be consulted in the reading room of the Historical Archive.
2. Once the user has been duly identified at the entrance doors of the Banco de España (Alcalá, 48 and Los Madrazo, 29), once in the reading room of the Historical Archive and before starting to consult the documentation, they must deposit their coats, wallets, bags, books or notebooks in the lockers provided for this purpose, and may only enter the reading room with pencils or mechanical pencils, sheets of paper and laptop without a protective cover.
3. The allocation of tables in the reading room shall be made by the reading room staff in order to provide a better service.
4. The reading room has a WiFi service; the username and password will be provided by the Archive staff.
5. Access to the documentation will be carried out under the control of the Archive staff; a consultation form will be opened beforehand on which the subject of the research and the researcher's personal details will be entered: name and surname, ID card number, profession, address and telephone number. These details will be kept and managed in accordance with Organic Law 3/2018 regarding the Protection of Personal Data and guarantees of digital rights.
6. The time taken to deliver the requested installation units will depend on the volume, condition and location in the depots. If the consultation is to take place in the afternoon, the request must be made in the morning.
7. Users may not consult more than one installation unit at the same time, nor have them on the table even if they are not being consulted. The same installation unit may not be consulted simultaneously by two users.
8. The order of the documentation and files contained in the installation units, even if they are not foliated, shall be respected and not altered. Existing ties shall be repositioned as they were, taking special care not to damage the documentation.

9. In order to avoid damage to the documents, no objects may be placed on them; writing, annotating or tracing on them is not allowed; any improper handling that may affect the integrity or conservation of the documents shall be avoided.
10. If the requested documentation is in electronic format, it will only be made available to users in this format; only exceptionally and for duly justified reasons may the originals be consulted.
11. Any documentation that has not been inventoried, is in a poor state of conservation or is in the process of being processed or reinstalled will not be available for consultation.
12. Restricted access shall be granted to documents containing information the dissemination of which could pose a risk to institutional security or to the security of third parties.
13. For reasons of internal security and control, video recording systems are installed in the reading room of the Archives, and the recordings are kept for 30 days before being deleted. The images obtained will not be transferred to third parties, except in cases expressly provided for in current legislation<sup>1</sup>.

Approved,

Name and surname(s):

Date:

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<sup>1</sup> The User can exercise their rights of access to, rectification, opposition and erasure, as well as other rights stated in the Privacy Policy accessible through the website [www.bde.es](http://www.bde.es), properly evidencing your identity, either in person, by post at Calle Alcalá N° 48, 28014, Madrid, Spain, marked "for the attention of the Data Protection Officer", or by electronic means via the procedure recorded in our Banco de España e-portal.